

CHARTER
INTERAGENCY FIRE PROGRAM MANAGEMENT
GS-0401 EDUCATION/TRAINING ASSESSMENT BOARD

AUTHORITY

The GS-0401 Education/Training Assessment Board (Assessment Board) was established by the Interagency Fire Program Management (IFPM) Implementation Team under the authority of the Federal Fire Training Task Group (FFTTG).

MISSION

The Assessment Board has been tasked to develop and implement a review process which would allow expansion or modification of Attachment 3, Other Education Creditable Toward the 24 Semester Hours Requirement for the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist position. The U.S. Department of Agriculture Forest Service, and the U.S. Department of the Interior Bureau of Indian Affairs, Bureau of Land Management, Fish and Wildlife Service, and National Park Service will be represented in this process.

OBJECTIVES

The Assessment Board, formed by the Interagency Fire Program Management Implementation Team, will accomplish the following objectives:

- Establish protocols for a permanent (standing) group for the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, Other Education Creditable Toward the 24 Semester Hours Requirement component. This component includes only education obtained from other than an accredited institute of higher learning, such as National Wildfire Coordinating Group (NWCG) courses listed in Attachment 3 of the Supplemental Qualification Standard.
- Establish procedures for reviewing coursework to determine if the course meets the criteria established by the Office of Personnel Management for the GS-0401 series.
- Develop a standard process/template for field users to submit a course assessment request to the Assessment Board.
- Form and maintain a panel of college professors who specialize in wildland fire education as stated in the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist for the purpose of making course assessments.
- Maintain partnerships between the federal agencies and colleges/universities that may provide assistance in the review of courses that are being considered for Attachment 3 of the Supplemental Qualification Standard.
- Provide updated lists of courses to the Chair of the National Fire & Aviation Executive Board (NFAEB) for approval through the respective agencies' human resources and line management channels.
- Provide revisions and updates of Attachment 3 to the IFPM Implementation Team for submission in the IFPM Standard and Guide.
- Ensure updates to the IFPM Standard and Guide are readily available to the respective agencies' human resources and line management channels.

ORGANIZATION

As per the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, membership will include a representative from the five (5) land management agencies and a panel of college professors who specialize in wildland fire education. This panel of college professors will be determined by representatives of the five federal agencies:

USDA – Forest Service, Fire and Aviation Management
DOI – Bureau of Indian Affairs
DOI – Bureau of Land Management
DOI – Fish and Wildlife Service
DOI – National Park Service

Other individuals from the interagency community (human resources and fire) may serve as advisors to the Assessment Board as needed.

AUTHORITIES AND RESPONSIBILITIES

The Assessment Board has the following authorities and responsibilities:

Assessment Process – The Assessment Board will review course assessment requests with a panel of college professors and will render a determination of course acceptance/removal from the current approved Attachment 3 course list. Course assessments will be submitted to the NFAEB for approval and inclusion in Attachment 3 of the GS-0401 Supplemental Qualification Standard and transmitted through the respective agencies' human resources and line management channels.

Quorum/Consensus – Three (3) Board members shall constitute a quorum for consensus purposes.

Subject Matter Experts – If required, the Assessment Board may request assistance from subject matter experts as needed to deal with course assessment requests in a specific functional area.

Election of Board Leaders – The Assessment Board will elect a chair and vice-chair that will serve two-year terms.

ASSESSMENT BOARD CHAIR AUTHORITIES AND RESPONSIBILITIES

The Assessment Board chair has the following authorities and responsibilities:

- Is authorized to convene meetings, conference calls, and schedule agenda items. Keeps membership advised to meeting dates and locations.
- Serves as the focal point for FFTTG regarding course assessments and recommendations.
- Maintains documentation of course assessments and distribution of meeting notes. Briefs FFTTG following Board meetings.

VICE CHAIR AUTHORITY AND RESPONSIBILITY

The Vice Chair has the following authority and responsibility:

- In the absence of the Chair, the Vice Chair will assume the duties of the chair.

MEETINGS AND REPORTS

Meetings – Meetings will be scheduled and agendas provided in advance to the members. Individuals from outside the Assessment Board, having needed expertise, may be asked to participate when appropriate. Meetings will correspond with the course assessment request schedule.

Decisions – Following NFAEB approval, course assessment decisions will be appropriately published. The Assessment Board will keep the FFTTG updated throughout the process.

APPROVAL

This charter is effective as of the date of approval by FFTTG. This charter may be revised upon recommendations of a majority of the Assessment Board and with the concurrence of the FFTTG.

Approved: _____ **Date:** _____
Chair, Federal Fire Training Task Group